

## MEMORANDUM

#04-09

**TO:** All Departments and School Fiscal Officers  
**FROM:** Trisha Neely, Director  
**DATE:** September 30, 2003  
**SUBJECT:** ILLEGAL CREDIT CARD ACCOUNTS

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In accordance with *DE Code, Title 29, Section 6505 (1)*, only a contract credit card in the name of the employee authorized by the Secretary of Finance can be used for small purchases and travel expenses.

Recently, several State organizations received notification from Capital One of pre-selection for a "MILESTONE" VISA Business Card in the name of the State organization.

To enter into an agreement with this vendor (or any vendor other than the State's contract vendor) is illegal and in violation of State of Delaware's contract with PNC Bank, who is the vendor chosen to handle the State's credit card services. If a State organization has acted on this offer and received a "*MILES one*" VISA Business credit card, you are directed **immediately** to terminate the agreement and notify the Division of Accounting.